



Information Sheet

KALPA is the system Portage Public Schools uses to track professional development hours for each individual teacher and administrator throughout the district. District level professional development is entered into the system by the Curriculum and Professional Development office; building professional development is entered at the building level. Once those sessions are in the system, staff can navigate the system and add sessions to their personal plan. At the end of every school year, Human Resources submits each teacher's plan to the state.

LOGGING INTO KALPA

Navigate to the KALPA website at: www.kalpapdms.com

The login screen will appear.

The **District ID** is: **39140**

Your login name is: the first part of your Portage School District email address (example: jdoe)

Your password is: the last four digits of your social security number

Click on *GO* once you have entered your login criteria

To Register for a Course:

- Click on the *Registration* option on the blue menu bar
- You may either scroll thru all of the available offerings, or you can perform a search by using the search criteria box. You may also do a search by date.
- Once you have found the appropriate PD experience, click on *Register* on the left side of the screen next to the event you wish to register for.
- Once you have successfully registered, a pop-up box will appear "Registration Successful". Click *OK*.
- You may continue to register for another course by repeating the above steps.

These instructions are also available by going to the PPS website at www.portageps.org and using the navigation bar on the left side, select the following:

- Departments
- Curriculum and Instruction
- KALPA

If you would like more information on PD Guidelines, a document is available on the Michigan Department of Education website at:

http://michigan.gov/documents/PDGuidelines_Adapted_for_REP-9_140938_7.05.doc

QUESTIONS

If you have questions regarding KALPA or professional development, please call Lynn Adams at 323-5060.